

Project Description –

3740 Park Sierra Drive - The Artivan Dance and Banquet Center

Our proposed project is a unique combination of dance instruction school, banquet center, and eventually a possible kitchen facility. The Dance Center has operated in Riverside for over 20 years, offering world class dance instruction, providing a destination where dance enthusiasts meet to practice and socialize, and creating an elegant venue for hosting private parties. We are looking to simply continue our outstanding record of quality of service and offering a safe public environment. We have met with the property manager of the Park Sierra Entertainment Area and the manager of the Red Lobster. Both were very welcoming and enthusiastic about not only our renewal of the property, but also of our intended use and how it will enhance the activity of the center. We have also met with the Riverside Police Department both to make clear our vision of our proposed activities and clientele, and to convey our intent to comply with any public safety measures that they may recommend now and in the future. Please refer to the chart included describing the intended hours of each activity. The overall activities associated with each of these businesses will include the following:

Dance instruction school –

Private Lessons 2-10 Students (10am-6pm M-F, by appt space permitting)

Group classes 20-30 Students (6-9pm M-F, 10am-3pm Sat, 1-5pm Sun)

Dance lessons for both individuals and small groups, will take place throughout the day and early evening. We will advertise just like other dance studios looking to build their respective businesses, using internet, email, printed flyers, and referrals to reach out to our potential clients, those people who want to learn to dance.

Practice/social nights - aka “**social mixers**” 40-100 people (9pm-12am M-F, 5-9pm Sun)

Typically, dance studios hold these practice nights once a week for the purpose of promoting practice and more importantly, to help their clients enjoy the benefits that social dancing offers, including but not limited to, exercise, stress relief, improved self-esteem, making new friends, and improved social life. Instead of making all the students come once a week to dance to all different genres of music, our intent will be to have practice/social sessions take place each evening immediately following the class of their particular interest, providing a facility where they can practice and perfect their newly learned skills and make new friends in a social atmosphere. A tentative schedule will include:

– Swing and Lindy Hop classes followed by practice night.

Ballroom Mix classes followed by practice night.

line dance, WC Swing and 2-step classes followed by practice night.

Cha cha classes followed by practice night.

classes followed by practice time.

Mondays

Tuesdays –

Wednesdays – Country

Fridays and Sundays – Genre TBD

We intend to promote the practice time (social mixer) through our email list, which includes past and present students, and by word of mouth to other local dance studios and dance social groups.

The music provided for the dance school activities will be almost completely prerecorded music that will be played at a level where our typical client (dance enthusiast) can easily hear and feel the beat, but one at which they can talk to each other while practicing and have conversations with friends. Any live music would be along the lines of a lounge quartet, acoustic swing band, or traditional latin rhythms band. Quality of music, not excess volume and vibration is what is important to our patrons.

Banquet/Event Center – private, by reservation parties and events will be offered on weekends.

Maximum number of attendees for each activity will be determined by local codes but I would project average attendance to be:

Banquets/Private parties by reservation 100-250 people (6pm-1am Fri, 1pm-1am Sat, Sun)

All parties will go through a screening process and will be required to fully disclose the type of party or event, the number of attendees, and the activities they intend to have during the event on our venue contracts. We will maintain strict limitations on number of occupants and the intended activities both for safety and potential damage to the facility. Music for the events will be provided either by our preapproved list of vendors or will need to be approved through a vetting process as part of the contractual agreement for the event.

Future Kitchen/On-sale license – Presently, the kitchen will not be used for food production. The size of the kitchen will be reduced and the equipment removed. However, as the dance and events center businesses progress, we will explore various options for the renewal of the kitchen facility. Possible uses would include leasing the kitchen to an experienced catering company for both outside and in-house contracts, and/or offering light food and beverage to weekly patrons of the dance classes.

Lounge Area – The lounge area as demonstrated in the floor plan, will consist of a service area for beverages, open seating area for tables and chairs, and a dance floor. The primary function of the room will be to accommodate dance classes, practice sessions, and small private parties. The room will be utilized to support the dance activities previously listed, by offering the students a place to change their shoes or to take a break between classes or while practicing. Furthermore, the room will be utilized only when supervised dance activities are taking place, and will not have additional hours outside of those scheduled activities.

Many students make friends with others during classes and typically would meet at a nearby restaurant to enjoy a late snack and a glass of wine or beer after class. This is the main reason we would like the option of an on-sale license. After meeting with the ABC official, we concluded that an **on-sale license #42** for only the portion designated as room #2 would be the best choice of license at the present time. This will allow us to create a gathering place at our location for all ages and keep control of

Exhibit 9 - Applicant Prepared Project Description, Security Management Plan, and Alcohol Management Plan

sales by separating the services of the areas. We are not interested in being confused with a bar, attracting people to our place simply to drink and hang out. The purpose of the license is simply to be able to offer our dancing customers (very light drinkers at best) the extra service. **Our weekly clients are dancers who might like to have a beverage, not drinkers who might like to dance.**

In addition to the required security service as stated by police review and catering staff, we will always have at least 2-3 managers on site assist security through observation of activity. (please refer to attached security and alcohol management plan) They will also assist the catering service with supplies or directions that they may require and will be trained to answer any concerns of the clients quickly, without issue.

One of the unique features of the business is that it is most active and populated when most of the surrounding business are less busy or even closed. During daytime hours Monday-Friday, activity is relatively low as most students at that time are retired or not working. The busiest time will be after 7pm Monday – Friday, and after 5pm on Saturday evenings. With that normal schedule for our business, we feel that it will have very little, if any, effect on surrounding businesses, traffic, or parking. We have upgraded our parking area lighting with high efficiency LED lighting, as well as security lighting. No

lasers or neon lights will be directed toward windows with the possibility of creating excessive light or glare to the immediate surroundings. We will make every effort to remain conscious of our effect on the surroundings and will not tolerate excessive light or noise escaping the facility and affecting our neighbors. We feel that what will set us apart is our excellent service, attention to detail, (which includes how our image is projected outside the building) and our ability to create an elegant first-class event and atmosphere.

Security and Safety During Events: During any of the events, upon entering, the patrons and the festivities are to remain inside. No exiting and reentering during the event, or loitering in the parking lot will be tolerated, and will be clearly stated in our contract and will be enforced by the security staff.

1. During banquets and large dance events, uniformed security guards will be in place to scan patrons and check reservations for entry. We will contract the appropriate ratio of guards per attendee as described by the city's requirements. In addition, we will have a minimum of 2 members of our management team on site during all events.
2. Any alcohol sales during banquet operations will be at the direction of an outside catering service with proper and current permits in place.
3. The facility will have complete interior and exterior video camera coverage. The system will monitor all activities and will be able to maintain footage for 14 days after any reported incident in case a review is required.

4. The business/activities that will be promoted at The Artivan will be one of two types.
 1. Either an individual or family looking for a unique venue for private celebration parties that are not open to the public, or
 2. for dance related activities that offer not only instruction, but also will promote, and demonstrate the skill and artistry of ballroom/social/partner dancing. While the venue will be open to the public, it will be made obvious to the public, that the emphasis of the business will be on activities for skilled or those who strive to be skilled dancers. The promotion of those activities will be achieved through our network that we have established during the last 25 years of doing business in the Inland Empire. The serving of beer and wine, soft drinks, bottled water, and light snacks will be incidental to the main activities that the patrons will be taking part in. Any special event functions, ie Halloween, New Years, Valentine's etc., will be conducted as either a private, reservation only party, or will be organized through our staff and student body and promoted throughout, and reservations taken from, our network of dance enthusiasts.
5. Last call will be 30 minutes prior to closing. Please see hours of operation chart for nightly closing times.

Projected Times & Occupancy of Activities



Private Lessons and
Reserved Classes/Meetings

Typical Occupancy
2 - 30 people

Scheduled Closing

Scheduled Classes and
Private Lessons

Typical Occupancy
6 - 60 people

Practice Night and Social Mixer
Various Genres

Typical Occupancy
40 - 100 people

Reserved Banquets and
Private Family Celebrations

Typical Occupancy
100 - 250 people

The Artivan

Dance and Banquet Center



Alcohol Management and Security Plan

April 2, 2019

RECEIVED

JUL 2 2019

Contents

Security and Alcohol Management Plan

Checking Identification Procedure Refuse to

Sell Procedure

Drug-Free Environment Procedure Incident

Log

Cashier Training Checklist

Management Alcohol and Security Plan

Date Revised: April 2, 2019

- 1.0 Purpose: To define policies, procedures, and activities specific to our mission to responsibly manage event conduct and alcohol sales.
- 2.0 Scope: This document and its attachments are to be reviewed and understood by all employees.
- 3.0 Policies: The following policies support our mission and drive our procedures and actions.
 - 3.1 **Customer Safety** is our top priority. Every effort will be made to protect our customers. If a customer arrives obviously impaired, we will deny selling them alcohol. We will also make every attempt to ensure that customer leaves in a safe manner. Do not give chase if a crime is committed, chasing puts you and the customer at risk of injury.
 - 3.2 **Excellent Customer Service** is always required. Refusing to make a sale to a customer requires the greatest sensitivity, especially if the customer is impaired. Always treat the customer with respect and politeness. Always seek to de-escalate situations.
 - 3.3 **ABC License** to sell alcohol is a privilege and will be protected. We will guard this privilege by knowing what is expected of us, training to those expectations, and monitoring performance against the expectations. Special focus shall be given to:
 - Not selling alcohol to minors (under 21 years old)
 - Not selling to those Obviously Intoxicated
 - Not permitting premises to be used for illegal drug or any other illegal activity
 - Not permitting alcohol consumption on its premises
 - 3.4 **City Agreement** to operate is a privilege and will be protected. We will guard this privilege by knowing what is expected of us, training to this expectation, and monitoring performance against these expectations.

- 3.5 **Trained Staff** is essential to protect our agreements and the public. Staff will complete the ABC LEAD training within six months of starting. Staff will be trained in the following practices before selling alcohol:
- Management Alcohol Plan
 - Checking Identification procedure
 - Refuse To Sell procedure
 - Drug Free Environment procedure
 - Incident Log procedure
- 3.6 **Impaired-Free Workplace** is essential for us to make sound and safe decisions. Staff cannot arrive to work impaired and cannot drink alcohol or consume drugs (legal or illegal) that impair on the job.
- 3.7 **Signs are Posted** as required by law. Signage includes:
- Notice to Customers (warning customers about laws and penalties)
 - Warning Sign (on alcohol beverages and increased health risks)
-
- 3.8 **In Accordance with City Posting** requirements, we shall post educational material for the public regarding drunk driving laws and the related penalties for breaking those laws. (This includes minimum age law, open container law and driving while intoxicated law.) This will be accomplished by either posting prominent signs, decals or brochures at the point of purchase and providing adequate training for employees.
- 3.9 **Our Neighbors - Our Community** is our concern. Staff will be observant and act to prevent our customers from interfering with our neighbors. If we see an unsafe situation, we will contact authorities as needed.
- 4.0 ABC Laws: Selling alcohol is a privilege granted by both city and state governmental agencies. Authorities have a responsibility to monitor businesses that sell alcohol and take firm action against those businesses that do not fulfill their legal commitments.

Enforcement of Agreements

Cities and counties use police officers or sheriff's deputies and Code Enforcement to monitor businesses for compliance with the city or county agreement.

Violations of State and City laws, regulations, and ordinances can be classified into four types of liability. Each liability type carries a range of possible disciplinary actions and outcomes.

Criminal (Against Employee)	Administrative (Against Licensee)	Civil (Against Everyone)	Local Ordinance (Against Owner)
Fine	Fine	Lawsuit (negligence)	Stricter Conditions
Community Service	ABC License Suspension	Money Judgments, Settlements	Suspend or Revoke Permits
Jail (tragedy)	ABC License Revocation(*)		Immediate Closure in Some Cases

Four Types of Liability

(*) The laws say revocation of license if 3 strikes within 3 years in cases involving minors

If the ABC files charges, the District Attorney where the business is located is given the case information to determine if the city would want to take action.

ABC uses field investigators to monitor businesses for compliance to their liquor license. Investigators are in the field daily. Many of their enforcement actions target businesses with complaints. Complaints commonly come from:

- Neighbors who don't like being disturbed by noise, experience trash on their property resulting from the operator's customers or see things that make them uncomfortable.
- Customers who notice illegal or questionable actions.
- City officials in which the business operates. Typically, this occurs due to too many police calls or the identification of an area of concern.

The most common problem ABC investigators find is the business not meeting a condition on its license. During routine inspections they check if:

- Exterior of building is kept clean and swept daily.
- Graffiti is removed within 72 hours.
- Interior and exterior of the business is lit well enough to monitor activities inside and outside of the business.
- Operator is taking responsibility for what happens in their parking lot.

While the ABC can and will enforce all statutes the operator has agreed to, the agency focuses its activities in four areas:

- Does business sell alcohol to minors (under 21 years old)?
- Does business sell alcohol to the Obviously Intoxicated?
- Is there illegal drug activity on premises?
- Has business become a law enforcement problem?

Minor Decoy Program

The ABC conducts its Minor Decoy Program year-round to ensure businesses to not sell to minors. Undercover law enforcement works with minors to test businesses.

While the most common operator violation is not meeting a condition on its license, the second most frequent ticket issued by the ABC is sales to minors (includes off-sale), and from a punitive point-of-view, it's also the most problematic for the licensee.

If a minor hands money to an adult and then the adult purchases alcohol, the seller is responsible under the "causes to be sold" criteria.

Here are the key points in this enforcement program.

- a. Decoy <20 (typically 16-18).
- b. Will appear <20, won't use clothing or make-up to look older.
- c. Carry a real ID, or no ID, never phony ID; 99% have ID.
- d. If asked for ID, decoy must show ID.
- e. Must answer questions honestly: are you 21 yet?
- f. After someone fails, the investigator will make a seasonable effort to have the decoy and employee come face-to-face for confirmation. Decoy must then identify the person who sold them the item.

The business is required to make a good faith effort in checking identification, a responsible effort, versus a lazy effort. Did the operator: compare photo for a match, confirm date demonstrates carrier is 21, check ID expiration date, is the height or weight way off, is license flimsy?

If the business is found to sell to a minor:

Server: May be arrested and charged with a misdemeanor. For a first offense, \$250 fine and/or 24-32 hours of community service. For a second or subsequent offense, the penalty is a maximum \$500 fine and/or 36-48 hours of community service. If the minor consumes the alcohol and thereafter causes great bodily injury or death to the minor or any other person, the person who purchases and furnishes to the minor faces a minimum 6 months and maximum 12 months county jail and/or a \$1,000 fine.

Business: For a first offense ("strike"), the penalty is a \$750-\$3,000 fine, license suspension (standard penalty is 15 days suspension), or probation. For a second strike within 3 years, the penalty is a license suspension (standard penalty is 25 days suspension) or \$1,500 to \$6,000 fine. In some cases the fine on a second strike may be \$2,500 to \$20,000. For a third strike, within 3 years, the license is revoked; ABC may also revoke prior to a third strike when the circumstances warrant that penalty. After ABC revokes any license for reasons pertaining to the premises, ABC cannot issue a license in that building for one year. For a sales-to-minor case involving great bodily injury or death, the ABC penalty against the business would depend upon the operator's prior ABC record and the facts of the case.

The ABC may increase or decrease a standard penalty in any given case based upon aggravating or mitigating factors.

Obviously Intoxicated Customers

No person may sell or give alcohol to anyone who is obviously intoxicated. A person is obviously intoxicated when the average person can plainly see that the person is intoxicated. Some of the signs of intoxication are: being overly friendly, using foul language, argumentative, belligerent, slurred speech, slow, deliberate movements, swaying, drowsy, stumbling, red, watery eyes, or alcoholic breath. No person may sell or give alcohol to anyone who ^{is} is a habitual drunkard (a person who has lost control over his or her drinking). A licensee or server who has ^{been} been warned and still serves a habitual drunkard faces possible ABC disciplinary action and criminal prosecution. (Secs. 25602(a) and 23001 B&P; 397 PC)

Agents will work undercover to see if an operator sells alcohol to an obviously intoxicated person.

Target Responsibility for Alcohol Connected Emergencies (TRACE) is another method the ABC uses to track potential selling alcohol to a minor. Law enforcement will trace the last drink of a driver in an accident where someone was fatally hurt.

If the business is found to have sold to an obviously intoxicated person:

Server: May be arrested and charged with a misdemeanor. \$1,000 fine and/or 6 months in the county jail.

Business: Fine and/or suspension or revocation of liquor license. First offense, a fine and/or suspension (15 days is standard penalty) of liquor license; for a second offense within 3 years, there is a mandatory license suspension (25 days is standard penalty); third offense within 3 years is 45-day suspension (standard

penalty) to revocation. The ABC may increase or decrease a standard penalty in any given case, based upon aggravating or mitigating factors.

If the business is found to have been responsible for having sold the last drink to someone fatally hurt in car accident:

Server: Possible jail time.

Business Range from 15 to 60 days suspended license depending on circumstances. They tend to lean toward the maximum verses the minimum for this type of violation.

Illegal Drug Usage

ABC handles these violations different from other violations. Agents will work undercover to determine if a licensee knowingly permits illegal sales or negotiations of narcotics or dangerous drugs on its premises. On the very first violation, they seek the revocation of the license. No three strikes here.

Law Enforcement Problems

If ABC deems business to be a Disorderly House (lewd conduct, too many fights, excessive calls for service, neighbor complaints, or too many drunks), the ABC will take action. Penalty is decided on a case-by-case basis.

5.0 Procedures: It is important that each person understand their responsibilities. Duties and methods to ensure we are in compliance with our agreements are documented below and in the following attachments:

- Checking Identification procedure
- Refuse To Sell procedure
- Drug Free Environment procedure
- Incident Report form
- Training Checklist form

Servers

- 5.1 **Check Identification** of all customers who look under 30 years old. In examining identifications, follow the Checking Identification procedure.
- 5.2 **Obviously Intoxicated** customers are not to be sold alcohol. Politely refuse alcohol sales to those Obviously Intoxicated customers per the Refuse to Sell procedure. Contact law enforcement as needed.
- 5.3 **Parking Area** is to be reasonably monitored to ensure illegal activities are not ongoing. Contact law enforcement as needed. Consider:
- Are customers disturbing the peace or property of our residential or commercial neighbors?
 - Are customers conducting illegal drug activity?
 - Are minors attempting to get adults to purchase them alcohol?
 - Is there violence or the risk of violence, or other inappropriate behavior?
-
- 5.4 **Document** all significant events using Incident Report shown in Addendum. Be sure Incident Reports read clearly and professionally—they may be read in court. Incidents to document:
- Refusal to sell alcohol to someone because they cannot prove their legal age is 21 or over
 - Refusal to sell alcohol to an Obviously Intoxicated person
 - Calling law enforcement, fire department, or 911
 - A fight on premises
 - Asking customer(s) to leave premises
 - Customer has an accident or is injured on premises
 - Witness statements (essential to get when possible)
- 5.5 **Professionalism** is required at all times. Treat customers with respect and politeness, seek to de-escalate situations. We have a strict No-Hit Policy.

Management

5.6 **Trains** staff against the following documents:

- Management Alcohol Action Plan and procedures
- Incident Log completion

Staff will complete ABC LEAD training or the GAPPOP training within six months of start date. Training record is kept in the employee's folder.

5.7 **Schedules** staff to ensure workers 17 or younger only sell alcohol when supervised by a person 21 or older.

5.8 **Posts** signage required by law. Signage includes:

- Notice to Customers
- Separation of service areas
- Warning sign on alcohol beverages and increased health risks

5.9 **Examine** Incident Log for completeness and common problems.

5.10 **Monitors** premises to ensure:

- Required signage is posted and separation of alcohol service area and non-service area is clearly marked and adhered to
- Exterior is kept clean & graffiti is removed
- Exterior and interior is well lit
- Retail operating standards is available for public viewing

5.11 **Evaluates** staff performance, providing positive feedback as appropriate and corrective action as needed.

5.12 **Considers** changes in law and updates policies and procedures as needed to reflect changes.

Staff Signature & Date: _____

Trainer Signature & Date: _____

Checking Identifications

Revised: April 2, 2019

1.0 Purpose: To define policies, procedures, and activities specific to examining identification to check a customer's age.

2.0 Scope: This document is to be reviewed and understood by all employees needing to check the age of a customer.

3.0 Policy: Only customers 21 and older are legally allowed to purchase or consume alcohol. Only customers 21 and older will be permitted to be in possession of alcohol. An operator has the legal right to refuse service to anyone who fails to provide adequate documented evidence of age. Authority: B&P Code Section 25659.

4.0 Procedure: Checking an ID is a three-step process:

1. Check to see if the ID indicates the person is 21 or older.
2. Check to see if the ID matches the person using it.
3. Check to see if the ID is currently valid (not expired) and authentic.

4.1 The only bona fide identifications allowed to prove age in California:

- Driver's license
- U.S. government I.D. card (federal, state, county, or city)
- Foreign passport with photograph
- U.S. Military identification
- U.S. passport

4.2 Two non-bona fide identifications cannot be combined to determine a customer's age. For example: a student identification card that either identifies or infers a certain age cannot be combined with a credit card to prove age.

4.3 Bona fide identifications need to be issued by a government agency and be currently valid.

4.4 Bona fide identifications need to include the following:

- Name
- Date of birth
- Photograph
- Description—with the following exceptions: both military identifications and passports will not contain a physical description

4.5 Do the math—does the identification indicate the person is 21 or older?

4.6 Is the identification still valid or has it expired?

4.7 Compare picture to person. Are they the same? Focus on the nose and chin. If the person in the picture is smiling, don't hesitate to ask person to smile. If still unsure, consider asking:

- Person their zodiac sign
- Person to sign name; then compare to the signature on the identification
- Person for personal information on identification: address, DOB, spelling ^[L]_{SEP} of last name (if not common)
- Friend of identification bearer some questions, such as last name and address of identification bearer

4.8 Check to see if identification is phony or altered. Check for:

- Razor marks or use of white out
- Does it feel right? It should not feel flimsy

4.9 There are several other things to check for when examining California driver's licenses. It is important when checking licenses to use the most recent edition of the book that shows state driver's licenses and earlier versions of state licenses. This ensures you match the license against safeguards applicable to the date the license was generated. Among other things, the most recent California driver license should include the following:

- A laser perforated image of a California Black Bear on front, visible when a flashlight is pressed against the back of card
- The laser engraved signature on front is raised and can be felt by touch
- Color UV images visible with an ultraviolet light

4.10 If in doubt about identification—do not accept it—and immediately contact your manager to resolve the situation.

4.11 If identification is determined to be either phony or questionable, your manager will decide if identification will be returned to the bearer or confiscated. If confiscated, the identification must be turned over to law enforcement.

4.12 Examples of unacceptable IDs are attached.

New Team Member: _____

Team Leader: _____ Date: _____

Refuse to Sell

Revised: April 2, 2019

1.0 Purpose: To define policies, procedures, and activities specific to refusing to sell alcohol to an Obviously Intoxicated or Impaired customer.

2.0 Scope: This document is to be reviewed and understood by all employees charged with selling alcohol.

3.0 Policies: Customers identified as obviously intoxicated or significantly impaired are to be refused alcohol sales.

3.1 Staff should arrange safe transportation from the business for those customers at serious risk to self or others. Safe transportation might include calling law enforcement.

3.2 Staff will never argue, verbally attack, or lose your temper with the customer.

4.0 Procedure:

4.1 Evaluate customer's impairment. Signs of Obvious Impairment include:

- Relaxed inhibitions
- Slowed reactions
- Impaired judgment:
 - Argumentative
 - Irrational statements
 - Belligerent
 - Loses train of thought
- Physical appearance that might include:
 - Red, watery eyes
 - Droopy eyelids & lack of eye focus
 - Smell of alcohol
 - Lack of coordination
 - Fumbles with money
 - Sways or stumbles

4.2 If customer is determined to be Obviously Intoxicated or Impaired:

- Politely inform customer that you're unable to sell them alcohol
 - Acknowledge your understanding they probably aren't happy with decision, but indicate:
 - It's against the law to sell alcohol when someone already appears intoxicated
- Reference posted signage indicating law

- As a server, you could lose your job and be fined
- The business loses money by not selling, but it's the right thing to do to protect them and you. We don't want to risk anything bad happening to you.
- Be respectful, sympathetic, but firm.

4.3 The customer might disagree. Do not argue. Don't back down. Consider:

- Apologize if despite the training we are wrong but we're doing what we believe is right for you.
- Mention our liquor license is jeopardized if we sold them alcohol, and the ABC is in here undercover all the time.
- Again, apologize to customer, but state you cannot legally sell them alcohol, but can sell them other items.
- Focus your attention on other customers, or other duties, but do not turn your back to the customer.

4.4 If customer is driving, recommend to customer that they find another way to get home safely: a taxi, a friend. If customer insists on driving, call the police. Be prepared to provide: customer description, vehicle description, license plate (if possible), direction vehicle headed (if customer left).

4.5 Document details in the Incident Log.

Staff Signature & Date: _____

Trainer Signature & Date: _____

Drug-Free Environment

Revised: April 2, 2019

- 1.0 Purpose: To define policies, procedures, and activities specific to guard against illegal drug activity on our premises.
- 2.0 Scope: This document is to be reviewed and understood by all staff.
- 3.0 Policy: Illegal drug use, solicitation, or sale is strictly prohibited on our premises as stated in the following ABC code:

Narcotics and Dangerous Drugs

Licensees may not knowingly permit illegal sales, negotiations, or use of narcotics or dangerous drugs on the licensed premises. (Secs. 24200.5(a) and 24200(a) B&P; various H&S)

Criminal: Most drug offenses are felonies, punishable by imprisonment in prison.

ABC handles illegal drug violations differently from other violations. Any licensee who knowingly permits illegal sales or negotiations of narcotics or dangerous drugs shall face revocation of his or her license. To repeat: **no three strikes, on first strike they seek revocation of license.**

- 4.0 Procedures: To protect our alcohol license it is critical we make every reasonable effort to prevent illegal drug use or transactions from occurring on our premises.
- 4.1 If any employee, or anyone working with us, sees any illegal drug activity, immediately contact management.
- 4.2 If anyone asks you where he or she can get/buy illegal drugs, immediately contact management.

New Team Member: _____
Team Leader: _____ Date: _____

Revised: April 2, 2019

- Log is completed and filed each night. If additional space is needed, use multiple log forms as needed, or record on back of this form
- If the shift ends without incident, complete the log and indicate no incidents
- Log to always include indication if police visited business
- Attach police officer provided information, when appropriate
- Staff who witnessed events involved in incident must record their observations
- When possible, get independent witness statements when an altercation occurs. Statements should include contact information for witness.
- Each incident logged must include the legible printed name of person recording information

Nobody called for service: _____

Description of Incident(s)

[illegible]

Server Training Checklist

Revised: April 2, 2019

Manager Initials Once Training is Completed & Understood by Employee

- _____ Has read & understands information in Management Alcohol Plan
- _____ Has read & understands Checking Identification procedure
- _____ Has read & understands Refuse to Sell procedure
- _____ Has read & understands Drug-Free Environment
- _____ Has read & understands when and how to complete an Incident Log
- _____ Has read & understands Server's Affidavit